

MEMORANDUM

Agenda Item No. 11(A)(7)

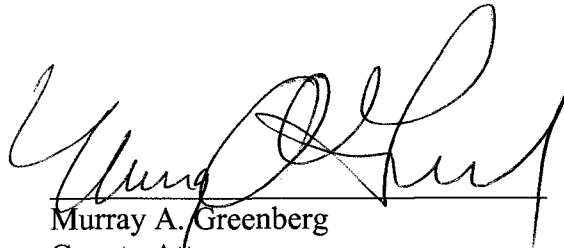
TO: Honorable Chairman Joe A. Martinez
and Members, Board of County Commissioners

DATE: February 7, 2006

FROM: Murray A. Greenberg
County Attorney

SUBJECT: Resolution directing Clerk of
the Board to maintain and
update Board of County
Commissioners' Handbook

The accompanying resolution was prepared and placed on the agenda at the request of Commissioner Audrey M. Edmonson.


Murray A. Greenberg
County Attorney

MAG/bw



MEMORANDUM

(Revised)

TO: Honorable Chairman Joe A. Martinez
and Members, Board of County Commissioners

DATE: February 7, 2006

FROM: Murray A. Greenberg
County Attorney

SUBJECT: Agenda Item No. 11(A)(7)

Please note any items checked.

- ☐ "4-Day Rule" ("3-Day Rule" for committees) applicable if raised
- ☐ 6 weeks required between first reading and public hearing
- ☐ 4 weeks notification to municipal officials required prior to public hearing
- ☐ Decreases revenues or increases expenditures without balancing budget
- ☐ Budget required
- ☐ Statement of fiscal impact required
- ☐ Bid waiver requiring County Manager's written recommendation
- ☐ Ordinance creating a new board requires detailed County Manager's report for public hearing
- ☐ Housekeeping item (no policy decision required)
- ☐ No committee review

Approved _____ Mayor
Veto _____
Override _____

Agenda Item No. 11(A)(7)

02-07-06

RESOLUTION NO. _____

**RESOLUTION DIRECTING CLERK OF THE BOARD OF
COUNTY COMMISSIONERS TO MAINTAIN AND
UPDATE THE OPERATIONAL HANDBOOK OF THE
BOARD OF COUNTY COMMISSIONERS**

WHEREAS, Dr. Barbara Carey-Shuler has prepared an Operational Handbook to serve as a guide to the legislative process of the Board of County Commissioners; and

WHEREAS, the Operational Handbook discusses such topics as the: Home Rule Charter; rules of procedure; committee system; Conflict of Interest and Code of Ethics Ordinance; County Commissioners; Mayor; County Attorney; County Manager; Commission Auditor; Agenda Coordinator; and Inspector General; and

WHEREAS, the Commission believes that the Operational Handbook is an invaluable resource; and

WHEREAS, the Clerk of the Board is uniquely qualified to maintain and update this Operational Handbook,

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF MIAMI-DADE COUNTY, FLORIDA, that the Clerk of the Board of County Commissioners is directed to maintain and update the Operational Handbook of the Board of County Commissioners. The Clerk shall periodically provide members of the Board of County Commissioners with any revised sections of the Operational Handbook.

The foregoing resolution was sponsored by Commissioner Audrey M. Edmonson and offered by Commissioner _____, who moved its adoption. The motion was seconded by Commissioner _____ and upon being put to a vote, the vote was as follows:

Joe A. Martinez, Chairman
Dennis C. Moss, Vice-Chairman

Bruno A. Barreiro	Jose "Pepe" Diaz
Audrey M. Edmonson	Carlos A. Gimenez
Sally A. Heyman	Barbara J. Jordan
Dorrian D. Rolle	Natacha Seijas
Katy Sorenson	Rebeca Sosa
Sen. Javier D. Souto	

The Chairperson thereupon declared the resolution duly passed and adopted this 7th day of February, 2006. This resolution shall become effective ten (10) days after the date of its adoption unless vetoed by the Mayor, and if vetoed, shall become effective only upon an override by this Board.

MIAMI-DADE COUNTY, FLORIDA
BY ITS BOARD OF
COUNTY COMMISSIONERS

HARVEY RUVIN, CLERK

By: _____
Deputy Clerk

Approved by County Attorney as
to form and legal sufficiency.

GKS

Gerald K. Sanchez